

ENCOMPASS

General Ledger

Table of Contents

Chapter 1 | Overview of General  
Ledger Transaction Processing . . . . . 1.1

Chapter 2 | Defining General Options  
and Chartfields . . . . . 2.1

Chapter 3 | Commitment Control Budget Entry . . . . . 3.1

Chapter 4 | Journal Processing . . . . . 4.1

Chapter 5 | Inter/IntraUnit Accounting . . . . . 5.1

Chapter 6 | Other Journal Processing Features . . . . . 6.1

## Course Description

This course teaches the fundamental concepts and features of the Peoplesoft General Ledger. Participants gain an understanding of how to establish, process, and report on financial transactions. Through real-life examples and hands-on activities, participants learn how to enter journals to a ledger, close budgets, how to enter budget journals, run consolidations, understand how to correct typical errors, and run financial reports.

## Course Objectives

By the end of this course, participants will be able to:

- Process budget journals and budget transfers
- Process journal entries originating within the General Ledger.
- Process journal entries originating from spreadsheets.
- Process Inter / IntraUnit journals.
- Monitor transactions using the powerful on-line inquiries.
- Run delivered transaction monitoring reports.
- Run public queries.
- Run nVision reports developed by the implementation team.

## Chapter 1

# Overview of General Ledger Transaction Processing

**1.1**

### Chapter Overview

Before discussing how to process general ledger transactions, a broad overview of this course and of PeopleSoft General Ledger is necessary. This chapter is designed to a high-level understanding of the course, the key components of General Ledger and integration points between the General Ledger module and the other PeopleSoft modules.

### Chapter Objectives

By the end of this chapter, you will understand:

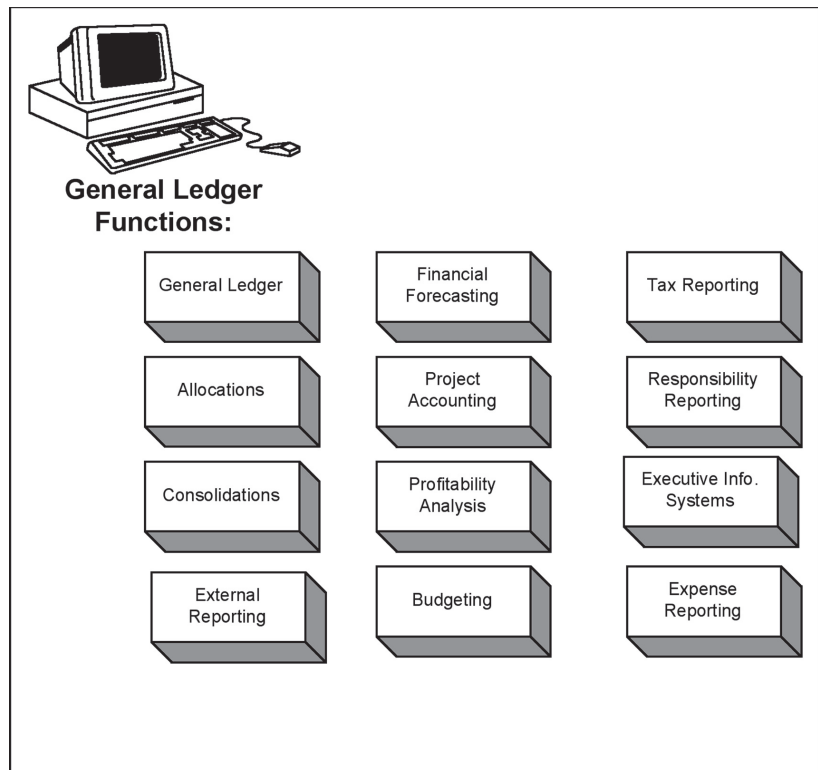
- The objectives of this course.
- The business functions that General Ledger was designed to support.
- The integration between General Ledger and other PeopleSoft applications.

## 1.2

## Scope of PeopleSoft General Ledger

PeopleSoft General Ledger was designed to support multiple functions which, in many organizations, are handled by separate, stand-alone systems. By incorporating these functions into a single database, PeopleSoft General Ledger can reduce the need to store redundant data and thereby reduce the associated maintenance, reconciliation and data integrity problems.

The diagram (GLD 1.01) below shows some of the more common business functions that can be supported by PeopleSoft General Ledger. By implementing multiple PeopleSoft applications, it is most likely to perform some of these functions outside of the General Ledger in the appropriate application. However, PeopleSoft is designed to support these processes within the General Ledger if needed to do so.



**GLD 1.01**

## Ledgers

Ledgers store the posted net period activity for a set of ChartField values by accounting period and fiscal year. These ledgers represent a set of books for each business unit. Ledgers are primarily maintained through journal entries, and can store actual, budget, forecast, encumbrance, statistical or any other type of data at any level desired.

Once ledgers are defined, PeopleSoft General Ledger will post to them according to the rules established by the organization.

Ledgers, like all PeopleSoft General Ledger data, are stored in tables within the database. The table below (GLT 1.01) represents the key fields used by the State of Indiana (with the exception of Net Period Activity) in a ledger table:

BUSINESS UNIT	LEDGER	Chartfields								ACCTG PERIOD	FISCAL YEAR	POSTED TOTAL
		FUND	ACCOUNT	DEPTID	PROGRAM	PROJECT	BUD REF	CURR CODE	STAT CODE			
00050	ACTUALS	10020	510100	007001	10000		2008	USD		01	2008	10000
00050	ACTUALS	10020	522000	007001	10000		2008	USD		02	2008	1200
00050	CAFR	10020	510000	007001	10000		2008	USD		12	2008	500000
00405	ACTUALS	XXXXX	510100	XXXXX	XXXXX		2008	USD		01	2008	12000
00405	ACTUALS	XXXXX	522000	XXXXX	XXXXX		2008	USD		02	2008	1000
00495	ACTUALS	XXXXX	510100	XXXXX	XXXXX		2008	USD		01	2008	15000
00495	ACTUALS	XXXXX	522000	XXXXX	XXXXX		2008	USD		02	2008	750
00500	ACTUALS	XXXXX	510100	XXXXX	XXXXX		2008	USD		01	2008	1200
00500	ACTUALS	XXXXX	522000	XXXXX	XXXXX		2008	USD		02	2008	500

**GLT 1.01**

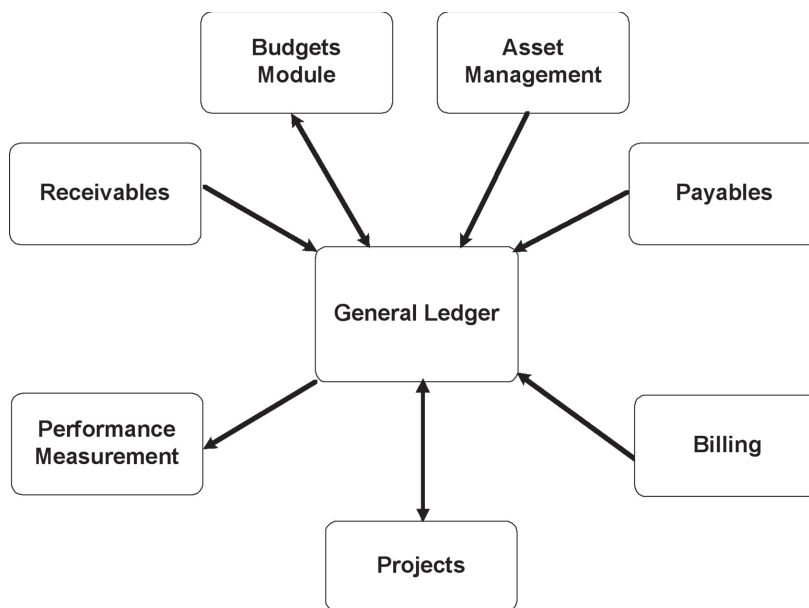
The following points about the ledger table (GLT 1.01) are important to keep in mind:

- Net period activity (debits and credits combined) is stored for each ChartField combination to which journal entries have been posted.
- Year-to-date balances are **not** stored but calculated at reporting time.
- The amount of time in an accounting period is determined by the calendar for the ledger. For the State of Indiana it represents a month, as determined by the implementation team.
- Data from multiple business units, using multiple ledgers (such as Actuals, or Statistics) may be stored on a single table provided their ChartFields are the same.
- Can be debit/ credit balanced at the ledger level or at the ChartField level.

## 1.4

## General Ledger Integration With Other PeopleSoft Applications

PeopleSoft General Ledger is seamlessly coupled with other PeopleSoft financial, distribution and manufacturing applications. In order to thoroughly use PeopleSoft General Ledger, it is important to understand the data flow between the various feeder systems and General Ledger. Since information is shared between applications the implementation subject matter experts have worked closely to ensure that transactions will seamlessly flow among the various systems. This ensures that the State of Indiana will retain the full functionality and efficiency desired.



### GLD 1.02